



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON DARMSTADT**  
**UNIT 29500**  
**APO AE 09175-9500**

JUL 24 2006

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MEMORANDUM FOR USAG Darmstadt and Tenant Units in the USAG Darmstadt Area of Operation.

SUBJECT: USAG Darmstadt Safety & Occupational Health Program (SOHP)

1. REFERENCE: AR 385-10, The Army Safety Program, 29 February 2000.
2. PURPOSE: This memorandum defines the USAG Darmstadt Safety and Occupational Health Program (SOHP), and prescribes policies and procedures for planning, organizing, directing, and maintaining an aggressive and functional safety program within USAG-D. The SOHP shall serve as guidance for all units/tenant organizations in developing SOHP's for their organization's operational areas. Additionally, this memorandum outlines the services provided by USAG-D Safety Office and prescribes information requested from USAG-D units/tenant organizations. SOHP management efforts must focus on identifying hazards, eliminating accidents and injuries, and work related occupational illnesses involving military and civilian personnel.
3. POLICY:
  - a. Commanders and supervisors at all levels should consider themselves safety officers for their organizations and be actively involved in their safety programs. Collateral duty safety personnel should be given the time necessary to properly attend to safety duties and responsibilities.
  - b. Established safety programs will be in compliance with all applicable U.S. and Host Nation industrial safety and health standards as defined by Army Regulation 385-10, and Army in Europe Regulation 385-29.
4. RESPONSIBILITIES:
  - a. The Commander, USAG-D is the Garrison Safety Officer and responsible for the Safety and Occupational Health of all personnel under his command and for the safe operation of equipment and property under his control.
  - b. The Safety Manager, USAG-D, is directly responsible to the USAG-D Commander for the administration and management of the USAG-D Safety and Occupational Health Program.

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c. Commanders and supervisors at all levels will be actively involved in the safety program and will support program requirements as prescribed in this SOHP. They will provide a work place that is free from recognized hazards; enforce the use of personal protective clothing; ensure that personnel are properly licensed to operate equipment and that equipment is operated safely. When authorized by TDA or TO&E, they will employ professional safety personnel, appoint collateral duty safety personnel in writing, and where local national personnel are employed, seek out local national safety representatives and emergency first aid responses as required by host nation laws. Collateral duty safety personnel should be retainable for at least one year upon appointment.

d. Supervisors, both military and civilian, will ensure operations under their control are performed safely, that their personnel practice safe work habits, and they are properly trained to recognize, report, and eliminate hazards. Supervisors will give safety orientation briefings and required safety training to new employees prior to starting their job assignments.

e. Employees will comply with written and verbal instructions, use personal protective clothing and equipment provided them, and immediately report unsafe/unhealthy work conditions and accidents to their supervisors.

#### 5. SAFETY COUNCILS/COMMITTEES:

a. All organizations will establish Safety and Occupational Health (OH) Councils and will meet as needed to resolve safety issues in their respective unit.

b. Members of the USAG-D Safety and OH Council or their designated representative identified herein will attend all safety council meetings and will represent operational areas within their directorate. Units with Local National (LN) employees will include LN works councils, work safety representatives, and a Severely Handicap Employee Representative on the council/committee. The Council President must ensure an adequate translation service for non-English speaking personnel is available.

c. Members of the community with safety concerns or issues may contact the USAG-D Safety Office to have their issues represented or may attend the USAG-D Safety Council/Committee meeting. Prior coordination with the Safety Office is requested for council meeting attendance.

d. The USAG-D Safety and OH Advisory Council/Arbeitssicherheitsausschuss (LN Safety Committee) is a combined U.S. and LN committee that will meet quarterly to discuss and solve safety and occupational health related issues within their area of responsibility.

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e. The USAG-D Safety and OH Advisory Council/Arbeitssicherheitsausschuss (LN Safety Committee) will consist of the following members:

(1) USAG-D Commander	President
(2) USAG-D Deputy Commander	Alternate
(3) USAG-D Command Sergeant Major	Member
(4) DHR	Member
(5) DPTMS	Member
(6) DMWR	Member
(7) DPW	Member
(8) DOL	Member
(9) DES	Member
(10) RSO	Member
(11) EEO	Member
(12) PAO	Member
(13) HHD	Member
(14) AST Babenhausen	Member
(15) Works Council Representative	Member
(16) LN Safety Representatives	Member
(17) Severely Handicapped Employee Representative	Member
(18) USAG-D Safety Manager	Advisor/Recorder

Non-member participants:

- (19) USACHPPM-EUR Industrial Hygienist (Heidelberg)
- (20) USACHPPM-EUR Occupational Health Nurse (Heidelberg)

f. All members will be given adequate notice of meetings and have an opportunity to submit safety issues. Members assigned duties to correct open safety issues will work to have the issue corrected (closed) by the suspense outlined in the Safety meeting minutes.

6. SAFETY AND OCCUPATIONAL HEALTH PROGRAM FUNCTIONS. The USAG-D Safety Office establishes the following agreement with USAG-D elements and tenant organizations within the USAG-D area of responsibility:

a. SERVICES PROVIDED BY THE USAG-D SAFETY OFFICE.

(1) SAFETY INSPECTIONS. USAG-D Safety Office personnel will conduct Standard Army Safety and Occupational Health Inspections (SASOHI) of facilities in accordance with AR 385-10. Organizations, other than USAG-D, with organic collateral duty safety officers are categorized as "low risk" facilities as per the above mentioned

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regulation and will conduct INTERNAL INSPECTIONS of their areas. Collateral duty safety personnel may contact the USAG-D Safety Office for assistance or to obtain SASOHI checklist, as needed. All internal inspections must be documented and kept on file. Areas identified as "high-risk" will be added to the USAG-D inspection roster. Assigned safety personnel will contact the USAG-D Safety Office if they need assistance in correcting safety deficiencies. Agencies receiving inspection reports from the Safety Office will initiate corrective actions and reply back to the USAG-D Safety Office by the suspense date annotated on the inspection report.

(2) HAZARD IDENTIFICATION AND TRACKING LOG. Serious safety deficiencies (Risk Assessment Code, RAC 1 or 2) that can not be corrected within 30 days must be abated and added to the Installation Hazard Abatement Plan. These deficiencies will be maintained on the USAG-D Safety Office Hazard Log (DA Form 4756) or an equivalent computer log and reviewed monthly. Uncorrected deficiencies longer than 90 days will become a topic of discussion at Safety and OH Council meetings. The log will show violations of safety standards, prescribe abatement plan, and follow-up dates for correction of deficiencies.

(3) UNIT AMMUNITION STORAGE MANAGEMENT. The Safety Office will provide units with arms room licensing instructions; assist units in conducting arms room risk assessments; make recommendations and clarify regulatory guidance on ammunition storage; authorize unit ammunition storage in facilities meeting the requirements in USAREUR Regulation 385-64 and sign ammunition storage licenses. Different Hazard Divisions of ammunition can increase the associated risk involved in ammunition storage. The Safety Office will obtain approval for storage from the appropriate level of Installation Management Agency-Europe chain of command. The Safety Office will also provide units with annual arms room safety re-certifications.

(4) SAFETY TRAINING / BRIEFING. The Safety Office will provide safety briefings for all newly assigned military personnel during initial in-processing and annual training of all appointed Family Child Care (FCC) providers, and Child Youth Services employees. Safety briefing attendance rosters will be maintained at the Safety Office. The Safety Office will conduct safety briefings upon request for community organizations conducting activities and events.

(5) ACCIDENT REPORTING AND INVESTIGATION. Assist units/tenant organizations in accident reporting and investigation of all Army accidents involving military, US civilian and local national employees.

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(6) GERMAN / EUROPEAN UNION INDUSTRIAL SAFETY STANDARDS. Offer interpretations and clarification of European and host nation laws and regulations to units requiring assistance.

(7) SAFETY & OCCUPATIONAL HEALTH (S&OH) SUPPORT NETWORK LIAISON. The Safety Office serves as the Safety & Occupational Health liaison between tenant units and the Installation Management Agency Safety Office, supporting USACHPPM-EUR Industrial Hygienist & Occupation Health Nurse, and Host Nation Safety & Occupational Health officials. Units requiring S&OH services can contact the Safety Office for assistance.

(8) DISSEMINATION OF SAFETY-RELATED MATERIALS. The USAG-D Safety Office will disseminate all Safety of Use Messages and safety alerts it receives to units/tenant organization that have provided the office with a unit point of contact.

b. INFORMATION REQUIRED FROM UNITS/TENANT ORGANIZATIONS:

(1) ACCIDENT REPORTING DATA. The USAG-D Safety Office is required to track all accidents that occur within the USAG-D for statistical and trend analysis purposes and to identify high hazard areas within the community. Army in Europe Regulation 385-40 requires accident reporting and investigation on all accidents pertaining to U.S. Army Soldiers, Department of the Army appropriated and non-appropriated fund employees and local nation employees employed by the U.S. Forces. Units/tenant organizations will provide the USAG-D Safety Office a copy of accident reports for accidents occurring in their areas of operation and immediately notify the USAG-D chain of command of all Class A & B accidents which occur.

(2) RADIOACTIVE COMMODITIES. IAW AR 11-9, commanders of tenant units will provide the USAG-D Safety Office with an inventory of radioactive materials (RAM) stored on the installation and locations of RAM storage facilities for emergency response purposes. Also, tenant commanders will provide the USAG-D Safety Office a copy of each U.S. Nuclear Regulatory Commission (NRC) license for facilities they operate.

(3) ASSIGNMENT OF SAFETY PERSONNEL. The USAG-D Safety Office serves as a community connection to safety on many safety matters and needs to quickly disseminate safety information to units. Units will provide the USAG-D Safety Office with the name, phone number and email address for the unit/organization's safety representative and update the information as it changes.

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(4) SAFETY / HEALTH RELATED FACILITY ENGINEER WORK REQUEST.

To assist units in correcting safety deficiencies, safety and/or health related Facility Engineer Work (FEW) requests may be forwarded through the Installation Coordinator or facility operating organization to the USAG-D Safety Office for review and verification of hazards involved. The Safety Office can then assign a Risk Assessment Code (RAC) IAW AR 385-10 and provide the customer with a safety office endorsement for forwarding the work order to the DPW work order section. FEW's will be forwarded and tracked by the submitting unit.

7. SOHP GUIDANCE. Units requiring assistance developing or tailoring safety programs to their organization can obtain Safety and Occupational Health Program guidance by visiting the USAG-D Safety Office or downloading program information from the USAG-D website at [www.darmstadt.army.mil/sites/local](http://www.darmstadt.army.mil/sites/local), Safety Office Link. The following SOHP guidance is available:

- a. Hazardous Material Communications
- b. Protective Clothing and Equipment
- c. Risk Management
- d. Respiratory Protection
- e. Confined Space Entry
- f. Radiation Protection
- g. Safe Practice Standards in Sports
- h. Safety and Occupational Health Interface Program

8. SAFETY TRAINING:

a. Safety training for USAG-D personnel will be conducted IAW pertinent U.S. and German/European laws and regulations. Training of all military and civilian employees will include OSHA-based training and address, at a minimum, employee rights under OSHA, hazards in the workplace, hazardous materials communication, employee responsibilities in a fire emergency, first aid and the proper use of personal protective equipment. Seasonal safety training will be provided during associated safety campaigns.

b. The continuing education of employees benefits both the U.S. Army and the employee, and proves for a safer workplace. Supervisors are encouraged to allow employee participation in professional development courses offered by various institutions. The Safety Office will forward information on local area safety courses as it becomes available.

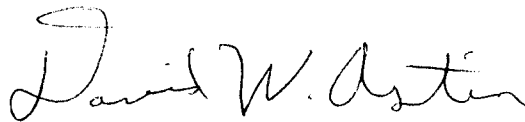
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9. SAFETY AWARDS:

Safety Awards are proven motivators. Commanders should establish a Safety Award Program in the unit IAW AR 672-74 and make funds available for the purchase of safety mementos. Awards presentations should be conducted during official ceremonies where awardees are recognized publicly for their outstanding achievements in the area of safety. Units requiring assistance in establishing criteria for safety awards programs may contact the USAG-D Safety Office.

10. Point of Contact for this program is the USAG-D Safety Office at DSN 344-1670.  
"YOUR COMMUNITY CONNECTION TO SAFETY"

A handwritten signature in black ink, reading "David W. Astin". The signature is fluid and cursive, with the first name "David" being the most prominent.

DAVID W. ASTIN  
LTC, MI  
Commanding

DISTRIBUTION:

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